

# Displays and Exhibits Policy

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Policy Created: 12/2007

Policy Revised: 9/2017; 9/2021

## Policy Purpose

The purpose of the Library's display facilities is to fulfill the Library's mission and increase awareness of Library resources. The Library provides limited display facilities for public use. Other spaces are available for Library or co-sponsored display use. Exhibits using these facilities shall further one or more of these purposes:

- To call attention to a theme related to Library services, collections, or programs.
- To bring together Library materials from several subject areas related to a theme of current interest.
- To highlight current issues, events, or other subjects of public interest.
- To display original art, crafts, photographs, or writings created by lowans or contained in traveling exhibits.
- To explain the activities of or issues of interest to local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
- To display interesting collections or hobbies of local residents.

The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes listed above.

## Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

The Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

The Library does not accept responsibility for ensuring that all points of view are represented in a single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

## Scheduling

The scheduling of displays and exhibit spaces for West Liberty Public Library, City of West Liberty, and the Friends of the West Liberty Public Library takes priority over scheduling for others.

## General Guidelines

- All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.
- Sale of anything other than items which promote the mission or goals of the Library is prohibited. Library display space may not be used as a sales gallery.
- Name and contact information for the group or individual preparing the display must be part of the display.
- The Library may designate spaces
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.

## Bulletin Board Guidelines

- Items must be submitted to the Circulation Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Library staff.
- Preference will be given to items no larger than 8 ½" x 11". Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.
- Materials will not be returned.
- Materials NOT accepted for posting include:
  - Items that omit essential information such as date, place and time
  - Items so large that they exclude posting of other items
  - Petitions

## Display Case

- A display case contract must be signed before a display is installed. The contract will detail setup and tear down dates. Library staff may remove displays remaining past the scheduled end date.
- A single group or individual is limited to a single one-month display in a twelve-month period. Exceptions to this may be made at the discretion of the Library Director or designee.